

## MICROF TEST APPLICATION INSTRUCTIONS

### FIRST, ACCESS THE TEST ENVIRONMENT:

- Website: <http://training.microf.com>

### THEN SIGN-ON AS A CONTRACTOR WOULD NORMALLY IN THE SITE USING THIS CONTRACTOR NAME:

- Login: [dealer@microf.com](mailto:dealer@microf.com)
- Password: Microf1.5

### IMPORTANT ENTRY TO MAKE IN THE “COUNTY” FIELD:

Outcome	Field	Entry	Case Sensitive
Creates Test Decision	County	County	No

### ENTER THE DECISION OUTCOME YOU WANT TO TEST IN THE “LAST NAME” FIELD:

Pre-Approval	Last Name	Approve	No
Pre-Approval	Last Name	Approve	No
Decline	Last Name	Decline	No
Further Review	Last Name	Review	No

### IMPORTANT ENTRY ON CREDIT SCORING CONSENT:

- Initials must match the first name and last name entries you made
- For example, if the name you entered was “Last Name – Approve” and “First Name– John” - enter JA for your initials

### GENERAL FIELD ENTRIES:

- Complete all required fields – all required fields have an asterisk \*
- Numbered fields – you can use all 9’s or any other number to move more quickly
- The zip codes and state choices do not need to be accurate to get an outcome on the test app
- **IMPORTANT** – When completing a real application, the data entered would need to be accurate (the test app does not require this accuracy)

### PROOF OF INCOME ATTACHMENT

- PC version ask to attach a document (you are able to skip the step but it is helpful to understand how it works)
- Phone version allows a picture option

It’s that easy! Now you’re ready to complete a Microf application!